

# INFORMATION SHEET

## ECONOMIC CENSUS OF PUERTO RICO

The economic censuses include establishments engaged in the following activities:

**Wholesale** – Selling merchandise at wholesale to retailers, industrial, institutional, and other nonhousehold consumers.

**Retail** – Selling merchandise for personal or household consumption and in rendering services incidental to the sale of the goods.

**Services** – Rendering a wide variety of services for individuals, business and government establishments, and other organizations. Hotels, motels, and other lodging places are part of the services sector.

**Manufactures** – Manufacturing, processing, and assembling component parts of products.

**Construction** – New or original construction; additions, alterations, rehabilitation, remodeling, or reconstruction by general contractors, speculative builders and heavy construction contractors; and maintenance, repair and service work by electricians, plumbers, carpenters, etc.

If you are NOT engaged in these kinds of activities, **COMPLETE ITEMS 1 THROUGH 8 AND SIGN THE REPORT FORM (item 52) page 17.**

### WHO SHOULD REPORT

Every firm that receives a census report form is required to prepare and submit a separate report form for each of its establishments.

### DEFINITION OF ESTABLISHMENT

An establishment is defined as a single physical location where business is conducted or industrial operations are performed.

### GENERAL INSTRUCTIONS

- Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB 8-digit number appears in the upper right corner of the questionnaire.
- If the establishment stopped operating during 1997 (i.e., it was closed, sold, or leased to another company), complete the report form for the portion of 1997 that the establishment was operating.
- If additional space is necessary to complete any item, use the remarks section at the end of the form (if applicable) or attach a separate sheet. If extra sheets are added, write the CFN and the item number at the top of each additional page.
- Please make a photocopy of your completed report form for your files.

### Instructions For Selected Items:

#### ◆ Section A – GENERAL INFORMATION

##### Item 2. PHYSICAL LOCATION

Part a:

Fill in if the address shown on the label on the front cover of the report form is different from the physical location of the establishment.

Part b:

Always identify the municipio where the establishment is located regardless of your response to part a.

##### Item 5. DOLLAR VOLUME OF BUSINESS

YOUR RESPONSE IS STRICTLY CONFIDENTIAL. Your company's report will be used solely for developing summary statistics. IT CANNOT BE USED FOR PURPOSES OF TAXATION, INVESTIGATION, OR REGULATION.

Include:

- Gross receipts for merchandise sold, services provided, and construction work done in 1997, whether or not payment was received in 1997.
- Total value of all products physically shipped. Include products shipped to other plants, sales branches, retail stores, or warehouses of your company and on consignment.
- Market value of compensation received in lieu of cash.
- Amounts received for work even though work may have been subcontracted to others.

- Commissions, fees, and other operating income for **service industries** operating on a commission basis, such as travel agencies and advertising agencies. Do NOT include gross billings or sales.
- Actual sales value of the products sold rather than commissions received for **retailers** and **wholesalers** selling merchandise on a consignment or commission basis.
- Receipts for delivery, installation, maintenance, repair, alteration, rental of equipment, storage, other services, and activities.

Exclude:

- Sales or other taxes collected directly from customers and paid directly to the Commonwealth or Federal tax agency.
- Nonoperating income from sources such as investments, rental or sale of real estate, and interest.
- Sales and receipts from departments or concessions operated by other companies.
- Commissions from vending machines operated by others.
- Value of products made on a commission or fee basis for others.
- Value of products bought and sold or transferred from other establishments **of your company** and sold without further manufacture.
- Value of returned goods.

##### Item 6. PAYROLL

Definitions are the same as those used on the Employer's Quarterly Federal Tax Return, Internal Revenue Service (IRS) Form 941-PR.

Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 1997, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation.

Exclude:

- Payments to or withdrawals by proprietors or partners of an unincorporated company.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.

##### Item 7. EMPLOYMENT

Include:

Part a:

- All full- and part-time employees on the payroll during the pay period including March 12, 1997.
- Salaried officers and executives of a corporation.
- Employees on paid sick leave, paid vacations, and paid holidays.

Part b:

Proprietors and partners of an unincorporated company working 15 or more hours during the week of March 12, 1997.

Part c:

Unpaid family workers of an unincorporated company working 15 or more hours during the week of March 12, 1997.

#### ◆ Section B – WHOLESALE

##### Item 10. TYPE OF OPERATION

- a. Merchant wholesaler** – Establishment engaged in buying and selling merchandise produced by other firms on its own account.
- b. Manufacturer's sales branch or sales office** – Establishment owned or corporately affiliated with a manufacturer by the parent in Puerto Rico, United States, or territories.
- c. Broker, agent, commission merchant** – Establishment engaged in selling and buying merchandise on an agency, commission, or brokerage basis for others, rather than on its own account.

Item 11. EMPLOYMENT BY PRINCIPAL ACTIVITY

Part a:

Report the number of employees engaged in sales activity, traveling salespeople, truck salespeople, and selling employees working out of their own homes.

Part c:

This category is not applicable to single-establishment firms. For multi-establishment firms, report the number of employees who provided services to other establishments of this firm.

Part d:

Report employees engaged in sorting, grading, packaging, and other similar activities on line b.

Sum of lines a through e should equal item 7a.

Item 12. CLASS OF CUSTOMER

Part a:

Include sales to farmers for use in agricultural production only.

Part b:

Include sales for construction purposes only.

Part c:

Include sales made to buyers outside Puerto Rico only.

Part h:

Include sales to laboratories, institutions, public utilities, service businesses, and other such users that normally buy for business use rather than for resale.

Part i:

Include sales to the Federal Government (including military, post exchanges, GSA, GPO, and other agencies), Commonwealth, and municipal governments.

Item 13. OPERATING EXPENSES

Include:

- Total annual payroll reported in item 6a.
- Supplements to wages and salaries.
- Liquor and tobacco tax stamps and license fees.
- Depreciation charges in 1997 including depreciation charges on equipment obtained through a capital or full payout lease or on equipment rented to others through an operating lease.
- Lease and rental payments made in 1997 for equipment leased under an operating lease.
- Advertising expenses.
- Commissions paid to others.
- Office supplies, postage, and shipping and packaging materials and expenses.
- Cost of contract work performed by others.
- Other expenses (i.e., storage, repairs, bad debt, theft, and damage losses).

Exclude:

- Cost of goods sold.
- Income taxes.
- Sales and other taxes collected directly from customers and paid directly to a Commonwealth or Federal tax agency.
- Interest expenses.
- Payments to or withdrawals by proprietors and partners of an unincorporated firm.
- Lease payments for merchandise obtained through capital, finance, or full payout leases.

Item 14. DOLLAR VOLUME OF BUSINESS

Part b:

Report the market value of products bought or sold by others on which you earned a commission, brokerage, or agency fee. If unavailable from company records, estimate the value by dividing actual commissions received by the percentage charged for sales activity.

Part d:

Report the percentage of products sold (as reported in item 5) accounted for by products which were mined or manufactured in the United States, Puerto Rico, or U.S. territories by your company.

Part e:

Report the fair sales value of goods transferred (billings) to establishments owned by this firm.

Item 15. INVENTORIES

Report the total value of all inventories of this establishment at the end of 1997. Report inventories at cost or market value, using generally accepted accounting methods. The reported figures should be in terms of book value. Do NOT include inventory owned by others but held by this establishment.

For inventories at LIFO cost, use the sum of the LIFO amount, plus the LIFO reserve for completing item 15c.

Item 17. COMMODITY LINES

If any commodities sold are not prelisted but account for one percent or more of total sales, refer to the list of Wholesale Commodity Lines on page 18 of the report form. Enter the commodity, corresponding code, and percent of total sales.

Report receipts for construction, delivery, installation, service contracts, and miscellaneous activities included in item 5 on the "Service receipts and labor charges" line (Code 9700).

◆ Section C – RETAIL

Item 19. UNDER-ROOF FLOOR SPACE – Department, Variety, Grocery, and Drug Stores ONLY.

Include:

- Only the floor space used/controlled by this establishment.
- All space occupied by this establishment on every floor of multiple-story buildings.

TOTAL FLOOR SPACE:

Enter the total square footage of under-roof floor space available at the end of 1997. Include dry storage, refrigerated space, offices, workrooms, display windows, and enclosed entrance ways. Do NOT include outdoor space, even if covered.

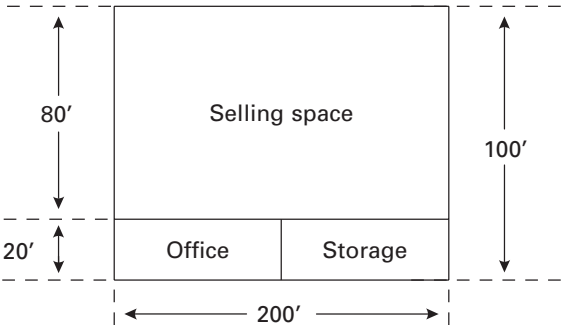
UNDER-ROOF SELLING SPACE:

Enter the square footage of in-store **selling** space at the end of 1997. Include all store areas open to customers, including aisles, elevators, etc. Do NOT include display windows fronting on streets or walks, outdoor entrance ways, or other outdoor space.

EXAMPLE – How to compute floor space in square feet:

(1) Total under-roof space is:  
200 x 100 ft = 20,000 sq. ft

(2) Under-roof selling space is:  
200 x 80 ft = 16,000 sq. ft



Item 23. MERCHANDISE LINES

Report receipts for services provided and for service contracts that were included in item 5 on the "Nonmerchandise receipts from customers" line (Code 9900).

**EXCLUDE sales of leased departments or concessions** operated within this establishment by other companies.

◆ Section D – SERVICES

There are no additional instructions for items in Section D.

◆ **Section E – HOTELS, MOTELS, AND OTHER LODGING PLACES**

There are no additional instructions for items in Section E.

◆ **Section F – MANUFACTURES**

**Item 32. SHIPMENTS AND OTHER RECEIPTS**

Refer to item 5 instructions for dollar volume of business definition.

The sum of lines a through d should equal item 5.

**Item 33. EMPLOYMENT AND HOURS WORKED**

Refer to item 7 instructions for employment definition.

Part a:

Report the number of production workers up through the working-foreman level engaged in processing, assembling, shipping (but not delivering), truck drivers delivering ready-mixed concrete, and other related services.

Part b:

Report all other employees including those engaged in supervision above the working-foreman level, sales (including driver salesmen), sales delivery (truck drivers and helpers), installation, clerical, and other professional technical personnel.

Sum of lines a(1) and b should equal item 7a.

Part c:

Report total number of hours worked at the plant by production workers. Include actual hours worked for overtime, not straight time equivalent hours. Do NOT include hours paid for vacations, holidays (unless actually worked), or sick leave.

**Item 34. PAYROLL**

Refer to item 6 instructions for payroll definition. The sum of lines a and b should equal item 6a.

**Item 35. SELECTED COSTS**

Cost refers to the amount actually paid or payable after discounts, including freight and other direct charges incurred in acquiring the item or service.

Part a:

Exclude the value of electricity generated by your establishment.

Part b:

Exclude the estimated cost of fuels produced by your establishment.

Part c:

Include the cost of contract employees who are not on your payroll, but are supplied through a contract with another company to perform specific jobs related to production. Exclude the cost of materials worked on, which should be included in item 35f.

Part d:

Exclude the cost of materials worked on, which should be included in item 35f.

Part f:

Include ONLY PHYSICAL GOODS USED or put into production; exclude services used or overhead charges.

**Item 36. INVENTORIES**

Report the total value of all inventories of this establishment at the end of 1996 and 1997 at cost or market value, using generally accepted accounting methods. The reported figures should be in terms of book value. Do NOT include inventory owned by others but held by this establishment.

For inventories at LIFO cost, use the sum of the LIFO amount plus the LIFO reserve for completing item 36c.

**Item 37. CAPITAL EXPENDITURES**

Expenditures refer to all costs actually incurred during 1997 which are chargeable to the fixed assets accounts and for which depreciation accounts are maintained. Exclude the cost of maintenance and repairs charged as current operating expense.

Part a:

Enter the value of all equipment and buildings purchased at their purchased price. For any equipment or structure transferred to the use of this establishment by the parent company or one of its subsidiaries, enter the value at which it was transferred to the establishment.

**Item 38. VALUE OF PRODUCTS SHIPPED AND CONTRACT WORK PERFORMED BY CUSTOMER LOCATION**

Report the ultimate destination of goods shipped, including goods shipped to foreign countries via U.S. ports if known. Otherwise, report the location of the person to whom the products were shipped or sold. The total value of products made in this establishment (sum of lines a through e, column (2)) should equal item 32a. The value of total contract work (sum of lines a through e, column (3)) should equal item 32b.

◆ **Section G – CONSTRUCTION**

**Item 40. KIND OF ACTIVITY**

Part b:

Report only the main activities for which you were contracted. Work which was incidental to the primary activities of jobs should not be reported separately.

Include establishments primarily engaged in subdividing and developing cemetery lots under activities other than construction.

**Item 41. DOLLAR VALUE OF BUSINESS**

Refer to item 5 instructions for dollar value of business definition.

Part a:

Report fees received as sponsors of joint ventures and fees as agents for owners of construction work. Also include both the dollar value for installation and cost of the items installed.

Part b:

Report the receipts for rental of equipment and definable architectural and engineering work for others and receipts covering the price of items sold, but not installed by this establishment.

Sum of lines a and b should equal item 5.

**Item 42. TYPES OF CONSTRUCTION**

Report separately each building or type of structure. If such separation is not possible, report the entire project under the major purpose.

**Item 43. EMPLOYMENT AND HOURS WORKED**

Refer to item 7 instructions for employment definition.

Part a:

Report the number of construction workers up through the working-foreman level, including laborers, truck drivers and helpers, equipment operators, mechanics and security guards, on lines (1) through (4).

Part b:

Report all other employees including those engaged in supervision above the working-foreman level, office staff, architects, engineers, purchasing agents, executives, and others engaged in nonconstruction activities.

Sum of lines a(1) and b should equal item 7a.

Part c:

Report total number of hours worked at the job site by construction workers. Include actual hours worked for overtime, not straight time equivalent hours. Do NOT include hours paid for vacations, holidays (unless actually worked), or sick leave.

**Item 44. PAYROLL**

Refer to item 6 instructions for payroll definition. The sum of lines a and b should equal item 6a.

**Item 46. SELECTED COSTS**

Cost refers to the amount actually paid or payable after discounts, including freight and other direct charges incurred in acquiring the items.

Part d:

Include repair costs necessary to maintain the property and equipment. Exclude improvements that increase the value of the property or adapt it for another use.

**Item 49. ASSETS, CAPITAL EXPENDITURES, AND DEPRECIATION**

Depreciable assets are the fixed-tangible property for which depreciation accounts are maintained.

Expenditures refer to all costs actually incurred during 1997 which are chargeable to the fixed assets accounts and for which depreciation accounts are maintained.

Report the original cost or market value of all buildings, equipment, and vehicles purchased or acquired before 1997.

◆ **Section H – ALL ESTABLISHMENTS**

**Item 50. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION**

Part a:

**MARK "YES" if – ANOTHER** company owns more than 50 percent of the voting stock, controls the management and policies of, or has the ability to appoint a board of directors for this company.

**MARK "NO" if**

- This company has a franchise entitling it to use a trade name, but is not owned or operated by the franchisor.
- This company operates one or more leased departments in an establishment owned by another company, but the other company (lessor) does not own or control the department(s).

- This company is engaged in the management of a business owned by others.

Part b:

Indicate whether this company owns more than 50 percent of the voting stock or has the authority to direct management and policies of any subsidiaries and/or affiliates.

Part c:

Include all selling and service locations and any other facilities such as warehouses, administrative offices, etc.

If MORE THAN ONE establishment was operating under the EI Number:

- List the location of the headquarters first. Provide physical location address for each location.
- Data for establishments operated during 1997, but not in operation at the end of the year, should be combined with the headquarters location.
- The sums of sales and receipts, annual payroll, and employment should equal the amounts reported in items 5, 6a, and 7a, respectively.
- If employees worked at more than one location, report annual payroll and employment for employees at the ONE location where they spent most of their working time.

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Associate Director for Administration/Comptroller, Attn: Paperwork Reduction Project 0607-0839, Room 3104, Federal Building 3, Bureau of the Census, Washington, D.C. 20233.